



2015 HOLIDAY FUN FEST VENDOR APPLICATION

Saturday, December 5, 2015

1 p.m. – 5 p.m.

Rock Quarry Park (701 Stadium Drive)

Rain Location: Holton Career and Resource Center (401 N. Driver Street)

Application Deadline - NOVEMBER 20, 2015 at 5 p.m.

The 2015 Holiday Season is bringing exciting things to the City of Durham. The 6th Annual Holiday Fun Fest will feature outdoor winter activities including snow sledding, Holiday performances, a Community Care Corner, as well as a meet-and-greet with Santa Claus. There will also be a limited amount of space for both non-profit and for-profit vendors, as well as food vendors.

RENTAL SPACES

All non-food vending spaces are 10' x 10' and all vendor equipment, displays, stands, tables, and supplies must be contained within this dimension. **Please be aware that all vendors will be located outdoors. Durham Parks & Recreation will not provide any equipment to vendors. (Tents, tables, chairs, etc.)** We will only accept a limited number of vendors, so please get your application in as soon as possible.

Cost per rental space:

	City Resident	Non-City Resident
Food:	\$175.00	\$205.00
<i>(Price includes a refundable deposit. CR-\$50/NCR-\$65)</i>		
Education/Non-profit:	\$30.00	\$45.00
Artists/Natural Crafts:	\$50.00	\$65.00
Non-food vendors:	\$100.00	\$115.00

Checks should be made payable to: City of Durham: Parks & Recreation

FEES AND PAYMENTS

NOTE: Rental space must be paid in full at the time of application submission. Payment can be made by MONEY ORDER, CASHIER CHECK, CHECK, CASH, and MASTERCARD/VISA.

INSURANCE REQUIREMENTS

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. The City of Durham requires all **FOOD** vendors to obtain their own insurance, naming the City of Durham as an additional certificate holder, with combined single limit not less than \$1,000,000 per occurrence. A copy of this insurance **must be submitted within a week from the date that this application was submitted.**

SET UP/ VENDOR/ DISPLAY

Non-food & Food Vendors may begin set-up in designated spaces at **10 a.m.** on December 5. Vendor assignments will not be given out until the day of the event. Nor will any vendor assigned rental spaces be changed on the event day. Vendor set up must be complete by 12:30 p.m.

- All non-food vendors will be required to provide their own 10x10 tent, tables, and chairs.
- All food vendors must be mobile food units. No TFE's (tent vendors) will be accepted. Exceptions may be made to certain specialty food vendors.
- Sell only the items listed on the application.
- Restore vendor space to its original condition. (i.e. no dumping of coals or oils, clean up trash, etc.)

PERMITS

1. All food vendors that will be cooking on site must contact the Fire Department (919-560-4242) to obtain the proper cooking equipment guidelines. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines (919-560-7800).
3. All food vendors must submit a copy of their Mobile Food Unit permit with their application.

RAIN PROCEDURE

Vendors should be prepared for rain or snow. In the case of heavy rain or snow, the festival coordinator will consider and determine suspension or cancellation of any part or the entire event. **Vendors SHOULD NOT leave the festival area BEFORE the festival coordinator announces suspension or cancellation of the event. If a vendor should vacate their assigned rental space before an official suspension or cancellation is made by the festival coordinator, NO REFUND OF EVENT FEES WILL BE RETURNED TO THE VENDOR.**

The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage to works exhibited during the Holiday Fun Fest. If insurance is desired, it must be purchased by the vendor.

REMEMBER: HOLIDAY FUN FEST DOES NOT HAVE A RAIN OR SNOW DATE!

REFUNDS

No deposit and rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by DPR due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization's address shown on the application.

2015 HOLIDAY FUN FEST

VENDOR APPLICATION

www.DPRPlayMore.org

APPLICATION DEADLINE: November 20, 2015

Return Application By Mail to:

City of Durham
Parks and Recreation Department
c/o Holiday Fun Fest 2015
101 City Hall Plaza
Durham, NC 27701

or

Return Application in Person:

City of Durham
Parks and Recreation Department
400 Cleveland Street
Durham, NC 27701

If you have questions about this application or about vendor regulations, contact Amber Walker, Special Events Coordinator, at 919-560-4355 or by email: Amber.Walker@durhamnc.gov

SPACE IS LIMITED!

**Applications will be accepted during the hours of 9 a.m. until 5 p.m.,
Monday through Friday until all rental spaces are filled.**

To ensure variety and quality, event organizers reserve the right
to limit vendors whose products are significantly similar.

Please provide detailed information to enhance your consideration for selection. Applications received without this
information will not be considered.

Payment In Full Must Accompany Application.

Please write legibly

Name_____

Business Name/Organization_____

Address_____City_____State_____Zip_____

Telephone: Home_____Work_____Mobile_____

E-Mail Address_____

Category: (check one)

- ☐ Food: (circle one) Mobile Food Unit Peddler Push Cart
- ☐ Education/Non-profit (301 or 501 status)
- ☐ Artist/Natural Craft
- ☐ Non-food vendor/business

Menu items and prices:

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

Beverages:

Item _____	Price: \$ _____
Item _____	Price: \$ _____

Non-Food/Information/Artist:

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

RENTAL EQUIPMENT

No rental equipment will be provided to the vendor. The vendor must provide all required equipment.

Name(s) of Individual(s) that will be operating your rental space: (If more personnel are needed, please give a brief statement as to the reason). Festival staff and volunteers will not be allowed to oversee your booth at any time.

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I hereby affirm that I have read and do understand all instructions and guidelines in the Holiday Fun Fest Application. I agree to comply with all rules/guidelines and my failure to do so will result in my removal from the Festival activities with no REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Holiday Fun Fest Event Coordinator.

Signature: _____

Date: _____

Holiday Fun Fest Application: revised 12/2014

For Office Use Only

Date Rec'd: _____

By Mail _____ In Person _____

Approved _____ Denied _____